



Colorado Bureau of Land Management

Incident Business

Operating Guidelines

The following outlines standard Incident Business Operating Guidelines for the Bureau of Land Management (BLM) within Colorado. These guidelines emphasize the critical financial and administrative procedures to be followed on incidents and are intended to complement the Interagency Incident Business Management Handbook (IIBMH) which provides national direction and highlight the geographic area supplements to the handbook. These guidelines are provided to support Incident Management Team (IMT) operations and to provide consistency in incident business management operations.

Any changes to these guidelines will be negotiated with the Agency Administrator (AA) and the Incident Business Advisor (IBA) in advance.

Units should supplement these Operating Guidelines as necessary to address issues specific to their locations while conforming to the IIBMH.

Incident Business Advisor

- Is supervised by the Agency Administrator (AA).
- Serves as a liaison and advisor to the Agency Administrator, Incident Management Team and other incident support functions.
- Provides advice and recommends alternatives with an emphasis on reviewing large cost centers.
- Provides recommendations on incident business issues.
- Completes an IBA Narrative. Narrative is submitted to the Agency Administrator at the end of the incident, with a copy to the host agency Incident Business Specialist.

Specific responsibilities are further defined in the Delegation of Authority (Appendix F).

In the absence of an IBA, the AA is responsible for coordinating incident business responsibilities on their unit. One or more fully qualified IBA's will normally be brought in to assist the Administrative Representative (AR) on a Type I or II incidents.

Contact information for the Incident Business Advisor and Agency administrative staff is listed in Appendix A.

Personnel

Rocky Mountain/Great Basin (RM/GB) Supplement to Chapter 10 of the IIBMH.

All BLM-CO AD exception positions must be approved by the BLM-CO Incident Business Management Specialist.

Agency Administrator must designate AD hiring official and may re-delegate to IMT. (See Appendix C)

Compensation for Injury and Agency-Provided Medical Care

If a DOI employee is injured submit all paperwork to the employee's home unit as soon as possible.

BLM-CO OWCP representative is Linda Berkey (970-244-3060) for any questions and process explanation.

If Forest Service (FS) employee is injured see Appendix D for processing ASC-OWCP information.

If State employee is injured refer to the IIBMH, Chapter 50, RM/GB supplement.

Acquisition

RMGB Supplement to Chapter 20.

Note to out of area IMT.

Require fuel tender vendors to accept credit cards. Refer to Appendix D for information on how to manage these resource at an incident.

The RM/GB areas have solicited and produced best value dispatch tables for resources by zone dispatch center.

Property staying on the local unit should be communicated to the local incident procurement staff.

The IMT will not sign up any non-dispatched equipment that shows up at the incident unless prior approval is obtained from the AA or IBA.

Land Use and Facility Agreements

If no agreement exists, the IMT will coordinate with the local agency's representative to determine appropriate use and rates.

Buying Team Procedures

RM/GB Supplement to Chapter 40 of the IIBMH provides information on the RM/GB Buying Teams.

Property Management

RM/GB Supplement to Chapter 30 specifies:

Rental vehicles shall be tracked as if they are accountable property.

All non-standard cache items must be approved by the AA. If the AA delegates this authority it should be documented in a unit supplement to this document.

No contractor equipment will be replaced through the incident supply cache. Contractors must go through the contract claim process for replacement of lost or damaged items.

Cooperative Relations

RM/GB Supplement to Chapter 50 of the IIBMH provides detailed information on incident business procedures when resources from the States of Colorado, Idaho, Nevada, South Dakota, Utah and Wyoming are utilized on Federal fire or when IMT is on a State fire.

Claims

Contract Claims: The Procurement Unit Leader with delegated authority is responsible for settling contract claims at the incident. If there is not a Procurement Unit Leader available the Buying Team Leader may settle claims within their delegated authority. At the end of the incident, all actual and potential claims will be fully documented, submitted to and reviewed with the responsible incident agency procurement official (Identified in Appendix A).

Tort and Employee Claims: Upon arrival to the incident, the Comp/Claims Unit Leader will make contact with the incident agency claims liaison (identified in Appendix A) to determine the expectations and discuss the requirement of the claims process. Before leaving the incident, the Comp/Claims Unit Leader will audit the documentation and prepare a log of all claims, defining what's included and what is left to collect on each claim. The case files should be enclosed in an Incident Claims Case File Envelope (OF-314). The log and envelopes will be given **personally** to the incident agency claims liaison at the end of the incident.

Cost Accounting and Cost Share Agreements

Cost efficiency continues to be a primary objective for incident management teams. Efforts should focus on high cost resources, under-utilized equipment, extravagant purchases, sensitive items, and property accountability issues.

Specific cost saving measures will be documented and provide to the AA.

Cost share agreement will follow guidance in the applicable cooperative agreement.

Cost Saving Measures Documented: IMT responsibility is to track and report costs as required by the incident agencies or as outlined in the cost share agreement. Finance Section should coordinate with operations and aviation to assure costs are tracked in I-Suite in accordance with the cost share method utilized.

I-Suite Repository Requirements

IMT is required to upload the I-Suite database at the end of their assignment. A CD copy of the data base should be made for the host unit and included in the Final Incident Package. The IMT shall not retain any of the I-Suite information.

Closeout

The final Finance Package will meet the uniform filing scheme for incident records packages, which can be found at: <http://www.nifc.gov/records/index.html>.

The final Finance Package will meet the Interagency Incident Business Management Handbook, Chapter 40, Exhibits 1 – 6 Guidelines.

At the end of the incident, the final incident package will be turned in at the closeout to the host unit/agency. The IBA will participate in the exit interview of each assigned IMT and Buying Team. The IBA will provide a verbal assessment of (1) commendable performance, (2) things that went well, and (3) things needing improvement. The host agency will provide a financial performance rating 60-120 days following the incident to the Incident Commander.

APPENDIX A

Incident Business and Agency Contacts

Authority/responsibility for Incident Business Administration practices is delegated to the following personnel: (If none are assigned to the Incident, leave block blank.)

Title	Name	Phone Number
Incident Business Advisor (IBA)	_____	_____
Agency Administrator (AA)	_____	_____
BLM-CO Duty Officer		<u>303-239-3807</u>
BLM-CO SFMO	<u>Ken Kerr</u>	<u>303-239-3693</u>
BLM-CO DSFMO	<u>Cliff Hutton</u>	<u>303-239-3687</u>
BLM-CO Operations	<u>Kyle Cowan</u>	<u>970-240-5300</u>
BLM-CO Incident Business Spec.	<u>Beverly Derringer</u>	<u>303-619-9673 Cell</u>
AD Hiring Contact	_____	_____
Acquisition/Contracting	_____	_____
Information Resources (Computers)	_____	_____
Telecommunications (Voice/Data Lines/Radios)	_____	_____
BLM-CO OWCP	<u>Linda Berkey</u>	<u>970-250-0744 Cell</u>
Law Enforcement	_____	_____
Fleet	_____	_____
BLM-CO Safety	<u>Barry Oelrich</u>	<u>303-239-3922</u>

APPENDIX B

Accruals and Payments

Incident Accruals: Are required on any incident utilizing FS paid resources. To assist the ASC incident finance staff in tracking accruals, submit the summary and detail reports for ALL accruals via- e-mail or fax to ASC-IF. Refer to "How to Code I-Suite Accruals" and additional information on accruals posted at:
http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html

Directions for creating the daily export can be found at
http://www.fs.fed.us/fire/ibp/incident_payments/Isuite_export_finance.pdf

Payments – EERA's: The using agency processes payments for EERA's regardless of who initiated the agreement.

1. **DOI incidents:** Provide completed Emergency Equipment Use Invoice along with the Agreement, Shift Tickets and Inspections to the incident unit.
2. **FS Incidents:** Mail payment package direct to ASC-Incident Finance along with transmittal document as outlined in ASC Incident Finance Branch Payment Procedures are posted at
http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html. Retain a copy of the transmittal in the incident records.

Payments – Casual Hires (AD's): The hiring agency processes the individual casual payments, regardless of the incident jurisdiction.

1. **DOI Casual Hires:** All Original documentation and Original OF-288's will go back with the AD to their home unit for payment. (DO NOT send DOI AD paperwork to ASC.)
2. **FS Casual Hires:** Submit completed OF-288 along with transmittal letter as outlined in the ASC Incident Finance Branch Payment Procedures posted at
http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html The IMT should not allow any FS hired casual to retain their original timesheet. Retain a copy of the transmittal in the incident records.

APPENDIX C

Delegation of AD Hiring Authority

File Code:

Date:

To: Incident Commander

From: Agency Administrator

Subject: Delegation of AD Hiring Authority

I am delegating the authority to hire casual employees to the Incident Management Team, specifically to the Finance Section Chief, Time Unit Leader and/or Procurement Unit Leader.

All hiring of casual employees will be in accordance with the Interagency Incident Business Management Handbook and its supplements.

Responsibilities of the hiring official are:

- Ensure the proper paperwork is obtained and filled out completely
- Validate that the person is qualified for the position
- Provide the casual employee with all the information related to direct deposit and fax withholdings.
- Be knowledgeable of the IIBMH as it relates to the AD Pay Plan and its use

For positions not listed in the Incident Position Matrix of the AD Pay Plan, the hiring official must submit a position description to the BLM-CO Incident Business Management Specialist for approval to establish an Excepted Position.

The agency contact for questions related to AD hiring is locally _____
phone number _____ or Beverly Derringer phone number 303-239-3958 (office)
303-619-9673(cell).

Agency Administrator

APPENDIX D

FOREST SERVICE EMPLOYEES OWCP

FS Human Capital Management-Workers' Compensation (HCM-WC) now manages all FS Workers' Compensation Claims.

The following is specific to Forest Service employees, regardless of incident jurisdiction:

Enter the following address as the Agency Address on all OWCP forms:

USDA Forest Service – HCM
Mail Stop 118-WC
3900 Masthead St., NE
Albuquerque, NM 87109

Complete OWCP forms as outlined in the IIBMH and fax to the WC Section at 505-563-9981, or mail overnight via Fed Ex to the address listed above. If forms are faxed, mail the original form to the address above using regular mail. **This needs to be completed within two (2) days of the employee filing the claim.**

For advice and assistance, employees or Incident Compensation for Injury Specialist may call the Contact Center at 877-372-7248; press 2 for HCM; then press 5 to speak to a Workers' Compensation Agent. For more information, go to the Worker's Compensation section on the HCM internet.

In the event of an Emergency: Worker's Compensation staff is available 24 hours/7 days a week. Call 505-280-7691 to speak to a specialist.

APPENDIX E

Managing Fuel Issues on an Incident

Emergency Equipment Rental Agreements (eera) issued to fuel tenders require the vendor to accept credit cards for payment of fuel at the work site.

How are fuel tender vendors able to accept a credit card at a remote location?

Vendor to determine what system they will utilize.

Is the IMT required to furnish a phone line and power to the fuel tender for the purpose of processing credit card transactions?

No

What if the customer's credit card isn't accepted and they have already filled up with fuel?

It is up to the vendor to determine how they handle their accounts payable.

What if a vendor utilizes a manual machine at the incident? Who will be held responsible if the credit card doesn't clear?

Again, it is up to the vendor to determine how they handle their accounts payable.

How will IMTs procure fuel for miscellaneous items, such as generators for facilities or ground support?

1 - If a member on the team has a government issued procurement card, they can make the purchase.

2 - Logistics and Finance must agree on the process utilized. The Buying Team or Procurement Unit Leader can negotiate an agreement with the vendor to provide fuel for miscellaneous government owned/leased equipment and pay for the purchases on a daily/weekly basis.

How is a Casual Hire (AD) to procure fuel for their vehicle?

If using POV then they will be reimbursed through travel voucher, therefore, paying for their own fuel.

If using a government leased/rented vehicle with no purchase card work with Ground Support.

If the incident camp is located near a commercial gas station is the IMT required to order a fuel tender under an EERA?

No

APPENDIX F

Incident Business Advisor (IBA) Delegation of Authority

Date:

TO:

From: Agency Administrator (AA)

Subject: Delegation of Authority, Incident Business Advisor (IBA)

This letter authorizes _____ to act as an Incident Business Advisor (IBA) for the _____ (unit name) and Incident Management Team (IMT) assigned to _____ (fire name). The IBA works as a liaison and advisor between the AA and the IMT for all issues related to incident business management.

Specific Responsibilities include:

- Maintaining close communication with the Incident Commander, Finance Section Chief, and other members of the IMT, Area Command Team, and other administrative sections within the host agency.
- Coordinate with Finance Section Chief for a daily flow of information. This will include a report of current progress of incident business administration operations and copies of the current cost projections and obligations.
- Attend incident planning meetings. Represents the agency and assists the IMT in strategic planning, transitions or significant changes in status.
- Represents the agency in cost management activities and works with the IMT to ensure cost control measures and other fiscal controls are in place. Specifically, the IBA will monitor, track and document their involvement in cost containment items such as WFSSAs, Cost Share Agreements, daily costs/obligations and COST reports.
- Will review orders by the Buying Team or Expanded Dispatch, and hold until clarification is made with the IMT. Items which cannot be resolved between the IMT and the IBA will be discussed with the AA for resolution.
- Provides advice to the agency and the IMT concerning local, regional and national incident business management policies.
- Monitors business administration activities at Expanded Dispatch, Buying Teams, ICP or any other sites that may support the incident. The IBA has full access to any and all administrative functions of the incident, and is expected to make frequent site visits to all support locations.
- Participates in the IMT initial briefings and exit meeting and provides a critique of team incident business activities to both the AA and IMT.
- Provides briefings to the AA and others as needed.

The AA is the primary point of contact, but coordination will be maintained with the IBA.

/s/ AA

cc: Unit FMO
IMT

APPENDIX G

BLM-CO INCIDENT BUSINESS CONTACTS

Office	Name	Address	e-mail	Phone Numbers
BLM -CO	Beverly Derringer ✓	BLM, Colorado State Office Fire & Aviation 2850 Youngfield Street Lakewood, CO 80215	beverly_derringer@blm.gov	303-239-3958 Off 303-239-3811 Fax 303-619-9673 Cell
Northwest	Scott Wintemute	Northwest CO Fire Mgmt Unit 455 Emerson Street Craig, CO 81625	scott_wintemute@blm.gov	970-826-5027 Off 970-326-5536 Cell 970-826-5117 Fax
San Luis Valley	Tina Sanchez	San Luis Valley Public Land Ctr 1803 W Hwy 160 Monte Vista, CO 81144	tmsanchez@fs.fed.us	719-852-6209 Off
Front Range	Gillian Fay	Front Range Fire Mgmt Unit 3028 E Main Street Canon City, CO 81212	gfay@blm.gov	719-269-8507 Off 719-269-8599 Fax
UCR	Stephanie Rocco	Upper Colorado River Fire Mgmt Unit 2815 H Road Grand Junction, CO 81506	stephanie_rocco@blm.gov	970-263-5817 Off 970-640-8412 Cell
MIFMU	Lori Veo	Montrose Interagency Fire Mgmt Unit 2465 S Townsend Avenue Montrose, CO 81401	lori_veo@blm.gov	970-240-5356 Off 970-240-5368 Fax 970-596-1510 Cell
San Juan	Deesta Lewis J. Lewis	San Juan Public Land Ctr 15 Burnett Ct. Durango, CO 81301	deesta_lewis@blm.gov	970-385-1357 Off 970-385-1243 Fax
State of Colorado	Janell Ray	Colorado State Forest Service Fire Business & Accounting 5060 Campus Delivery Ft Collins, CO 80523-5060	janell.ray@colostate.edu	970-491-1063 Off 970-222-0367 Cell
Forest Service	Denise Tomlin ✓	Region 2, Regional Office Forest Service 740 E Simms Golden, CO 80401	dtomlin@fs.fed.us	303-275-5316 Off 303-378-0785 Cell
NPS	Karrie Davin	Intermountain Sup Office P. O. Box 25287 Denver, CO 80225	karrie_davin@nps.gov	303-969-2358 Off 303-969-2037 Fax 720-244-7055 Cell
FWS	David Lucas	Fish & Wildlife Service Denver Federal Center P O Box 25486 Denver, CO 80225	david_c_lucas@fws.gov	303-236-4456 Off 303-236-6958 Fax 770-329-1685 Cell

APPENDIX F

Incident Business Advisor (IBA) Delegation Authority

Date:

To:

From: Agency Administrator (AA)

Subject: Delegation of Authority, Incident Business Advisor (IBA)

This letter authorizes _____ to act as an Incident Business Advisor (IBA) for the _____ (unit name) and Incident Management Team (IMT) assigned to _____ (fire name). The IBA works as a liaison and advisor between the AA and the IMT for all issues related to incident business management.

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- Represents the agency in cost management activities and works with the IMT to ensure cost control measures and other fiscal controls are in place. Specifically, the IBA will monitor, track and document their involvement in cost containment items such as WFSSA's, Cost Share Agreements, daily resolution.
- Will review orders by the Buying Team or Expanded Dispatch, and hold until clarification is made with the IMT. Items which cannot be resolved between the IMT and IBA will be discussed with the AA for resolution.
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- Provides briefings to the AA and others as needed.

The AA is the primary point of contact, but coordination will be maintained with the IBA.

/s/ AA

Cc: Unit FMO
IMT

APPENDIX G

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Office	Name	Address	e-mail	Phone Number
BLM-CO	Beverly Derringer	BLM, Colorado State Office Fire & Aviation 2850 Youngfield Street Lakewood, CO 80215	Beverly_derringer@blm.gov	303-23-3958 Off 303-239-3811 Fax 303-619-9673 Cell
Northwest	Scott Wintermute	Northwest CO Fire Mgmt Unit 455 Emerson Street Craig, CO 81625	Scott_wintermute@blm.gov	970-826-5027 Off 970-326-5536 Cell 970-826-5117 Fax
San Luis Valley	Tina Sanchez	San Luis Valley Public Lands Ctr 1803 W. Hwy 160 Monte Vista, CO 81144	tnisanchez@fs.fed.us	719-852-6209 Off
Front Range	Gillian Fay	Front Range Fire Mgmt Unit 3028 E. Main Street Canon City, CO 81212	gfay@blm.gov	719-269-8507 Off 719-269-8599 Fax
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MIFMU	Lori Veo	Montrose Interagency Fire Mgmt Unit 2465 S. Townsend Avenue Montrose, CO 81401	Lori_veo@blm.gov	970-240-5356 Off 970-240-5368 Fax 970-596-1510 Cell
San Juan	Vacant	San Juan Public Lands Ctr 15 Burnett Ct. Durango, CO 81301		
State of CO	Janell Ray	Colorado State Forest Service Fire Business & Accounting 5060 Campus Delivery Ft. Collins, CO 80523-5060	Janell.ray@colostate.edu	970-491-1063 Off 970-222-0367 Cell
Forest Service	Denise Tomlin	Region 2, Regional Office Forest Service 740 E. Simms Golden, CO 80401	dtomlin@fs.fed.us	303-275-5316 Off 303-378-0785 Cell
NPS	Karrie Davin	Intermountain Sup Office P.O. Box 25287 Denver, CO 80225	Karrie_davin@nps.gov	303-696-2358 Off 303-96-2037 Fax 720-244-7055 Cell
FWS	David Lucas	Fish & Wildlife Service Denver Federal Center P.O. Box 25486 Denver, CO 80225	David_c_lucas@fws.gov	303-236-4456 Off 303-236-6958 Fax 770-329-1685 Cell